



US ARMY FINANCIAL MANAGEMENT COMMAND



Introduction to GFEBBS Commercial Vendor Services (CVS)

United States Army Financial Management Command
(USAFMCOM)

Operational Support Team

References

- ❖ Department of Defense Financial Management Regulation (DoDFMR), Volume 10 (*Contract Payment Policy and Procedures*)

<http://www.dod.mil/comptroller/fmr>

- ❖ Department of Defense Guide for Miscellaneous Payments

http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html

- ❖ DFAS-IN Manual 37-100-FY, The Army Management Structure

<http>

<://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

- ❖ Defense Federal Acquisition Regulation (DFAR)

<http://www.Acq.osd.mil/dp/dfars.html>

- ❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act)
5CFR 1315 (PPA)

<http://fms.treas.gov/prompt/regulations.html>

- ❖ DFAS-IN 37-1 Regulation

<http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>

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References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

- L101E GFEBS Overview
- L201E Integrated Process Overview
- L210E Financials Process Overview
- L250E Acquisition process Overview
- L251E Accounts Payable Process overview
- L303E GFEBS Navigation and Reports
- L410E Introduction to Financials
- L413E Financial Reporting
- L416 Cash balancing
- L451E Material and Vendor Master Data Maintenance
- L454 Goods Receipt Processing
- L455 Invoice Processing
- L457E Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal

https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC

Agenda

- ▶ **GFEBS Background Information**
- ▶ **Commercial Vendor Services (CVS) Personnel & their GFEBS Roles**
 - ▶ GFEBS Roles and their purpose
 - ▶ Deployed CVS Roles
 - ▶ GFEBS Authorized T-Codes by assigned Role
- ▶ **CVS Team Responsibilities**
 - ▶ **Contractual Payments**
 - ▶ **Required GFEBS Conditions for payment preparation**
 - ▶ Commitment of Funds
 - ▶ Obligation of Funds
 - ▶ Expenditure (Goods Receipt and Acceptance)
 - ▶ Contractual Invoice Processing
 - ▶ Payment Certification
 - ▶ Vendor Master Data update

Agenda (Cont'd)

▶ **Miscellaneous Payments**

- ▶ Commitment/Obligation of Funds
- ▶ Miscellaneous Pay Invoice processing

▶ **Check on Learning**

▶ **Useful Links**

▶ **Questions?**

GFEBS Background Information



Definition - The General Fund Enterprise Business System(GFEBS) is the Army's new web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Active Army, the Army National Guard and the Army Reserve. GFEBS has and will continue to subsume multiple legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations, and the Standard Operation and Maintenance Army Research and Development System (SOMARDS).

System - GFEBS uses Systems Applications and Products in Data Processing (SAP) software, a Commercial Off-the-Shelf Enterprise Resource Planning

GFEBS Background Information (Cont'd)

Goal - The primary goal of GFEBS is to capture transactions and provide reliable data to better enable Army leadership to make decisions in support of the Warfighting effort. The Army GFEBS goals are:

- **Provide decision support information to sustain Army Warfighting capability**
- **Provide analytic data and tools to support Institutional Adaptation**
- **Reduce the cost of business operations**
- **Improve accountability and stewardship**
- **Accomplish and provide complete auditability**

GFEBs Background Information (Cont'd)

Benefits

- Part of the U.S. Army's Program Executive Office Enterprise Information Systems portfolio
- Will subsume multiple Army legacy systems and will eventually manage a budget of over \$140 billion
- Offers new and improved capabilities for Army-wide interoperability
- Increases Army Financial Management quality and effectiveness

GFEBS Background Information (Cont'd)

Benefits (Cont'd)

- Reduces cycle-time and variance to free human and financial resources for higher priorities
- Provides viewing and determining impacts of financial management decisions alongside budget structure
- Ability to differentiate between immediate funding needs and application of budgets and financial strategies that target near- and long-term demands of Congress, the Army, and the Warfighters they serve



Commercial Vendor Services (CVS) Personnel and GFEBBS Roles

GFEBS Roles and their purpose



Within a functional area, such as Commercial Vendor Services (CVS), users may have multiple GFEBS Roles. The type and number of roles assigned to a user depend not only on the kind of job performed, but also on the organization in which the job takes place.

Each role is granted a set of authorizations to perform the transactions required for the role. The authorizations are called Transaction codes (T-codes).

GFEBS Roles are assigned in order to maintain auditability and to enforce Separation of Duties (SOD).

Deployed CVS Roles



CVS Chief (FMSU):

- Cash Balancing Processor
- BI (Business Intelligence) Budget
- ~~Reporter~~ Budget Reporter
- Debt Interface Monitor
- Bank Account Number
- ~~Display~~ Master Data Display
- Site Invoice Interface Processing
- ~~Monitor~~ Financial Reviewer

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

Deployed CVS Roles (Cont'd)



CVS Senior Analyst (FMSU):

- Debt Interface Monitor
- BI (Business Intelligence)
- ~~Reporter~~ General Budget Reporter
- Payment Interface Processing
- ~~Bank~~ Bank Account Number
- ~~Display~~ Master Data Display
- Site Invoice Interface Processing
- ~~Monitor~~ Financial Reviewer

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

Deployed CVS Roles (Cont'd)



CVS Senior Analyst (FMSD):

- Payment Processor
- Payment Certifier
- Bank Account Number
- ~~Display~~ Master Data Display
- Site Invoice Interface Processing
- ~~Monitor~~ Financial Reviewer
- Debt Interface Monitor
- *Payment Interface Processing Monitor*
(Kuwait Only)

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

Deployed CVS Roles (Cont'd)



CVS Analyst (FMSD):

- Payment Processor
- Payment Certifier
- Release Blocked Invoice
- ~~Financial~~ Reviewer
- *Payment Interface Processing Monitor*
(Kuwait only)

CVS Technician (FMSD):

- Invoice Processor
- Site Invoice Processor

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

Deployed CVS Roles (Cont'd)



CVS Clerk (FMSD):

- Goods Receipt Processor
- Vendor Master Data
- ~~Goods Receipt~~ *Goods Receipt Interface Processing Monitor*
(Kuwait Only)

Note: Specific Deployed GFEBS Roles are determined by the incumbent Theater Financial Management Support Center (TFMSC)

GFEBBS Authorized T-Codes by Roles



CVS Chief (FMSU)

BD87 – Status Monitor for ALE Messages
F-03 – Clear G/L Account
F-04 - Post with Clearing
F-28 – Collections
F-44 - Clear Vendor
FAGLL03 - G/L Account Line Items
FAGLL03 – G/L Account Line Items
FB01 - Post Document
FB02 – Change Document
FB03 - Display Document
FB03 – Display Document
FB03 – Document Display
FB08 - Reverse Document
FBD3 - Display Recurring Document
FBL1N - Vendor Line Item Display
FBL3N - G/L Account Line Items
FBL5N - Customer Line Item
FBL5N – Customer Line Item
FBV3 - Display Parked Document
FI01 – Create Bank: Initial Screen
FI02 – Change Bank: Initial Screen
FI03 - Display Bank: Initial Screen
FMB_B01 – Budget View by Document Type
FMEDDW - Drilldown for Budget Entry Documents
FMFG_E_TRANS_REG - Federal Transaction Register
FMFG_E_ZFZALI00 - Display a Payment Settlement List
FMFG_RCV - Treasury Report on Receivable
FMRP_RFFMEP1AX – All Postings
FMRP_RFFMEP1FX – FI Posting. Individual Items According to Document
FMST - Evaluation of Penalty Interest
FMY3 - Display Funds Precommitment
FMZ3 - Display Funds Commitment
FS10N - Balance Display
GD23 - FI-SL: Local Actual Document Display
GRR3 - Status of Funds
MB03 – Display Material Document
MB5L - List of Stock Values: Balances

ME13 - Display PIR
ME23N - Display Purchase Order
ME23N – Display Purchase Order
ME2K - PO List Display by Account Assignment – General
ME2L - PO List Display by Vendor
ME2N - PO List Display by PO Number
ME53N - Display Purchase Requisition
ME53N – Display Purchase Requisition
ME5A - PR List Display - General
MIR4 – Display Invoice Document
MIR5 – Display List of Invoice Documents
MKVZ - List of Vendors: Purchasing
MM03 - Display Material Master Number.
RFMFGRGN_RP1 - Reconciliation Analysis Report
RFMFGRGN_RP2 - Batch Reconciliation Check
S_ALR_87012077 - Vendor Information System
S_ALR_87012082 - Vendor Balance Display
S_ALR_87012082 – Vendor Balance Display
S_ALR_87012083 - List of Vendor Open Item
S_ALR_87012086 - Vendor List
S_ALR_87012086 – Vendor List
S_ALR_87012105 - Down Payment Made to Vendor Report
S_ALR_87012167 - Accounts Receivable Information System
S_ALR_87012167 - Accounts Receivable Information System.
S_ALR_87012174 - List of Customer Open Items
S_ALR_87012174 – List of Customer Open Items
S_ALR_87012277 - G/L Account Balance
S_ALR_87012308 - Display Audit Trail
S_ALR_87012326 - Chart of Accounts
S_KI4_38000323 - Trial Balance by Fund at SGL level
S_KI4_38000323 – Trial Balance by SGL Level
S_KI4_38000325 - Trial Balance by Fund
S_P99_41000099 – Payment List
S_P99_41000147 - Funds Commitment: Display InitScrn
SBWP – Business Workplace
SE16N - Edit Table
SM37 - Simple Overview of Job Selection
SWI1 – Selection Report for Work Items

SWI5 – Workflow Analysis
VF03 - Display Billing Document
WE02 – IDoc Lis
WE02 – IDoc List
WE09 – IDoc Search for Business Content
WE09 - Search for IDoc in Database
XD03 – Customer Display
XD03 - Display Customer (Centrally)
XK03 - Display Vendor Master
Z_OPEN_COM – FM - Open Commitments
Z_OPEN_OB – FM - Open Obligations
ZFSC1 – Cumulative Status by FC
ZFSC2 – Cumulative Status by FA
ZFSC3 – Cumulative Status by FP
ZFSC4 – Cumulative Status by FC - Summary
ZFSC5 – Cumulative Status by FC - Detail
ZFSC6 – Cumulative Status by FA Group - Summary
ZFSC7 – Cumulative Status by FA Group - Detail
ZFSC8 – Cumulative Status with Open Commitments - Summary
ZFSC9 – Cumulative Status with Open Commitments - Detail
ZFSNC1 – Non- Cumulative Status by FC
ZFSNC2 – Non- Cumulative Status by FA
ZFSNC3 – Non- Cumulative Status by FP
ZFSNC4 – Non- Cumulative Status by FC - Summary
ZFSNC5 – Non- Cumulative Status by FC - Detail
ZFSNC6 – Non- Cumulative Status by FC Pre-Posted
ZOS_IFV - IDoc Field Values Report
ZOS_IST - IDoc Status Report
ZRFSC1 – Reimbursable Cumulative Status by FC
ZRFSC2 – Reimbursable Cumulative Status by FP
ZRFSC1 – Reimbursable Non-Cumulative Status by FC
ZRFSC2 – Reimbursable Non-Cumulative Status by FP
ZSCM_DCPS_ERROR – Process DCPS Errors
ZSFI_1081 - Post 1081 Adjustment transaction
ZSFI_ABNORMAL_BALRPT - Abnormal Balance Report
ZSFI_Auto_Sweep – Auto Sweep Program
ZSFI_DCAS_ID – DCAS ID Table
ZSFI_REP_1081 – Query for 1081 T
ZSFI_REP_1081 – Query for 1081 Table

GFEBBS Authorized T-Codes by Roles



CVS Senior Analyst (FMSU)

BD87 - Status Monitor for ALE Messages
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FAGLL03 - G/L Account Line Items
FB03 - Display Document
FB03 - Display Document
FB03 - Document Display
FBD3 - Display Recurring Document
FBL1N - Vendor Line Item Display
FBL3N - G/L Account Line Items
FBL5N - Customer Line Item
FBV3 - Display Parked Document
FBZ0 - Payment Proposal
FI01 - Create Bank: Initial Screen
FI02 - Change Bank: Initial Screen
FI03 - Display Bank: Initial Screen
FMB_B01 - Budget View by Document Type
FMEDDW - Drilldown For Budget Entry Documents
FMFG_E_TRANS_REG - Federal Transaction Register
FMFG_E_ZFZALI00 - Display a Payment Settlement List
FMFG_RCV - Treasury Report on Receivable
FMRP_RFFMEP1AX - All Postings
FMRP_RFFMEP1FX - FI Posting, Individual Items According to D
FMST - Evaluation of Penalty Interest
FMY3 - Display Funds Precommitment
FMZ3 - Display Funds Commitment
FS10N - Balance Display
GD23 - FI-SL: Local Actual Document Display
GRR3 - Status of Funds
IW33 - Display PM Order
MB03 - Display Material Document
MB03 - Display Material Document
MB51 - Material Document List
MB5L - List of Stock Values: Balances
ME13 - Display PIR
ME23N - Display Purchase Order
ME23N - Display Purchase Order
ME2J - PO List Display by Project/WBS
ME2K - PO List Display by Account Assignment - General
ME2L - PO List Display by Vendor
ME2N - PO List Display by PO Number
ME53N - Display Purchase Requisition
ME53N - Display Purchase Requisition

ME5A - PR List Display - General
ME5J - PR List Display by Project/WBS
ME5K - PR List Display by Account Assignment - General
MIR4 - Display Invoice Document
MIR4 - Display Invoice Document
MIR5 - Display List of Invoice Documents
MIR5 - Display List of Invoice Documents
MKVZ - List of Vendors: Purchasing
MM03 - Display Material Master
Number.
RFMFGRCN_RP1 - Reconciliation Analysis Report
RFMFGRCN_RP2 - Batch Reconciliation Check
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S_ALR_87012167 - Accounts Receivable Information System
S_ALR_87012174 - List of Customer Open Items
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S_ALR_87012308 - Display Audit Trail
S_ALR_87012326 - Chart of Accounts
S_KI4_38000323 - Trial Balance by Fund at SGL level
S_KI4_38000323 - Trial Balance by SGL Level
S_KI4_38000325 - Trial Balance by Fund
S_P99_41000099 - Payment List
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S_P99_41000147 - Funds Commitment: Display InitScr
SBWP - Business Workplace
SBWP - Business Workplace
SE16N - Edit Table
SM37 - Overview of Job Selection
SM37 - Simple Overview of Job Selection
SO01 - Business Workplace: Inbox
SWI1 - Selection Report for Work Items
SWI5 - Workflow Analysis
VF03 - Display Billing Document
WE02 - IDoc List
WE02 - IDoc List
WE09 - IDoc Search for Business Content

WE09 - Search for IDoc in Database
XD03 - Customer Display
XD03 - Display Customer (Centrally)
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ZFSC5 - Cumulative Status by FC - Detail
ZFSC6 - Cumulative Status by FA Group - Summary
ZFSC7 - Cumulative Status by FA Group - Detail
ZFSC8 - Cumulative Status with Open Commitments - Summary
ZFSC9 - Cumulative Status with Open Commitments - Detail
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ZFSNC4 - Non-Cumulative Status by FC - Summary
ZFSNC5 - Non-Cumulative Status by FC - Detail
ZFSNC6 - Non-Cumulative Status by FC Pre-Posted
ZOS_IFV - IDoc Field Values Report
ZOS_IJT - IDoc Status Report
ZRFSC1 - Reimbursable Cumulative Status by FC
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ZRFSC1 - Reimbursable Non-Cumulative Status by FC
ZRFSC2 - Reimbursable Non-Cumulative Status by FP
ZSCM_DCPS_ERROR - Process DCPS Errors
ZSFI_ABNORMAL_BALRPT - Abnormal Balance Report
ZSFI_DCAS_ID - DCAS ID Table
ZSFI_REP_1081 - Query for 1081 Table
ZSFI_SFISREPORT - SFIS Report
ZSPPE_ASSET_PFOLIO - Asset Management Portfolio Report

GFEBBS Authorized T-Codes by Role

CVS Senior Analyst (FMSD)

BD87 – Status Monitor for ALE Messages
F110 - Automatic Payment Transactions
F-47 - Down Payment Request
F-48 - Post Vendor Down Payment
F-54 - Down Payment Clearing
FB03 - Display Document
FB03 – Display Document
FBD3 - Display Recurring Document
FBL1N - Vendor Line Item Display
FBL3N - G/L Account Line Items
FBV3 - Display Parked Document
FBZ0 - Payment Proposal
FCH1 - Display Check
FI01 – Create Bank: Initial Screen
FI02 – Change Bank: Initial Screen
FI03 - Display Bank: Initial Screen
FMB_B01 – Budget View by Document Type
FMDPEF – Down Payment
FMEDDW - Drilldown For Budget Entry Documents
FMFG_E_TRANS_REG - Federal Transaction Register
FMFG_E_ZFZALI00 - Display a Payment Settlement List
FMFG_RCV - Treasury Report on Receivable
FMRC - Penalty Reason Codes Report in ALV
FMRP_RFFMEP1AX – All Postings
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FMY3 - Display Funds Precommitment
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ME2L - PO List Display by Vendor

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ME53N - Display Purchase Requisition
ME53N – Display Purchase Requisition
ME5A - PR List Display - General
ME5J - PR List Display by Project/WBS
ME5K - PR List Display by Account Assignment – General
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S_KI4_38000325 - Trial Balance by Fund
S_P00_07000134 – Generic Withholding Tax Reporting
S_P99_41000099 - Payment List
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S_P99_41000147 - Funds Commitment: Display InitScr
SBWP - Business Workplace
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SE16N - Edit Table
SM37 - Simple Overview of Job Selection
SO01 - Business Workplace: Inbox
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ZFS02 – Cumulative Status by FA
ZFS03 – Cumulative Status by FP
ZFS04 – Cumulative Status by FC - Summary
ZFS05 – Cumulative Status by FC - Detail
ZFS06 – Cumulative Status by FA Group - Summary
ZFS07 – Cumulative Status by FA Group - Detail
ZFS08 – Cumulative Status with Open Commitments - Summary
ZFS09 – Cumulative Status with Open Commitments - Detail
ZFSNC1 – Non- Cumulative Status by FC
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CVS Analyst (FMSD)

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ZSPPE_ASSET_PFOLIO - Asset Management Portfolio Report
ZSSC_CAPSRPT - Invoice Entered By Day Report

GFEBBS Authorized T-Codes by Role

CVS Technician

(FI)

F.14 - Create Posting Documents from Recurring Documents
F.15 - List of Recurring Documents
F.42 - Vendor Balances in Local Currency
F-44 - Clear Vendor
F-47 - Down Payment Request
F-48 - Post Vendor Down Payment
F-54 - Down Payment Clearing
FB02 - Change Document
FB03 - Display Document
FB08 - Reverse Document
FB60 - Enter Incoming Invoice (FI)
FB65 - Enter Incoming Credit Memo (FI)
FBD1 - Create Recurring Document
FBD2 - Change Recurring Document
FBD3 - Display Recurring Document
FBD5 - Realize Recurring Payment
FBL1N - Vendor Line Item Display
FBR2 - Post Document
FBRA - Reset Cleared Items
FK10 - Vendor Balance Display
FK10N - Vendor Balance Display
FMDPREF - Down Payment Request
FMFG_E_TRANS_REG - Federal Transaction Register
FMRC - Penalty Reason Codes Report in ALV
GD23 - FI-SL: Local Actual Document Display
IW33 - Display PM Order
MB03 - Display Material Document
MB03 - Display Material Document
MB51 - Material Document List
ME23N - Display Purchase Order
ME2J - PO List Display by Project/WBS
ME2K - PO List Display by Account Assignment - General
ME2L - PO List Display by Vendor
ME2N - PO List Display by PO Number
ME53N - Display Purchase Requisition
ME5A - PR List Display - General
ME5J - PR List Display by Project/WBS
ME5K - PR List Display by Account Assignment - General
MIR4 - Display Invoice Document

MIR5 - Display List of Invoice Documents
MIRO - Enter Incoming Invoice (MM)
MIRO - Enter Incoming Invoice (MM)
MR8M - Cancel Invoice Document
MRKO - Consignment and Pipeline Settlement
S_ALR_87012078 - Due Date Analysis for Open Items
S_ALR_87012082 - Vendor Balance Display
S_ALR_87012085 - Vendor Appraisal with OI Sorted List
S_ALR_87012086 - Vendor List
S_P00_07000134 - Generic Withholding Tax Reporting
SBWP - Business Workplace
SM35 - Batch Input Monitoring
SO01 - Business Workplace: Inbox
XD03 - Display Customer (Centrally)
XK03 - Display Vendor Master
ZPMT_WAREHOUSE - Payment Warehouse
ZSPPE_ASSET_PFOLIO - Asset Management Portfolio Report
ZSSC_1099_WH_LOAD - 1099 Withholding Tax Extension
ZSSC_CAPSRPT - Invoice Entered By Day Report
ZSSC_FCM_FP - FCM Financial Position Report
ZSSC_FLUX_MTCE - Flux Rate Table Maintenance
ZSSC_GET_FLUX_RATE - Get Flux Rate
ZSSC_INVOICE_LOAD - Invoice Upload Extension from Load Template

GFEBBS Authorized T-Codes by Role

CVS Clerk (FMSSD)

FB03 - Display Document
FBD3 - Display Recurring Document
FI03 - Display Bank: Initial Screen
FK05 - Block/Unblock Vendor
GD23 - FI-SL: Local Actual Document Display
IW33 - Display PM Order
MB02 - Change Material Document
MB03 - Display Material Document
MB1A - Goods Issue
MB51 - Material Document List
MB5L - List of Stock Values: Balances
MBST - Cancel Material Document
ME01 - Maintain Source List
ME02 - Change Source List
ME03 - Display Source List
ME11 - Create PIR
ME12 - Change PIR
ME13 - Display PIR
ME23N - Display Purchase Order
ME2J - PO List Display by Project/WBS
ME2K - PO List Display by Account Assignment - General
ME2L - PO List Display by Vendor
ME2N - PO List Display by PO Number
ME53N - Display Purchase Requisition
ME5A - PR List Display - General
ME5J - PR List Display by Project/WBS
ME5K - PR List Display by Account Assignment - General
MIGO - Create Goods Receipt
MIR4 - Display Invoice Document
MIR5 - Display List of Invoice Documents
MKVZ - List of Vendors: Purchasing
ML81N - Service Entry Sheet
MM03 - Display Material Master
MM03 - Display Material Master
S_ALR_87012082 - Vendor Balance Display
S_ALR_87012086 - Vendor List
SBWP - Business Workplace
SO01 - Business Workplace: Inbox
WE02 - IDoc List

XD03 - Display Customer (Centrally)
XK01 - Create Master
XK02 - Change Master
XK03 - Display Vendor Master
XK04 - Process Vendor Master Data
XK05 - Block Vendor Centrally
XK06 - Flag for Deletion: Vendor
ZOS_JST - IDoc Status Report
ZSPPE_ASSET_PFOILIO - Asset Management Portfolio Report
ZSSC_PRINT_PR - Print PR/Quote



CVS Team Responsibilities

CVS Team Responsibilities

The CVS Team is responsible for the receipt of either hard copy or system-interfaced Accounts Payable documentation and data and the in-depth review of these documents and their accurate and timely processing in GFEBS for the purpose of preparing a payment to a vendor.

CVS is charged with verifying, processing and certifying in GFEBS Contractual and Non-Contractual “Receipt” and “Invoicing” documentation. They are also responsible for the accurate interpretation of “Purchase Document” data related to the aforementioned documents. The CVS Teams accurate input will ensure only viable and accurate payment requests are submitted to the servicing Disbursing Office for



Contractual Payments

Contractual Payments

"Contract" means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. (*FAR Part 2. Definitions*)

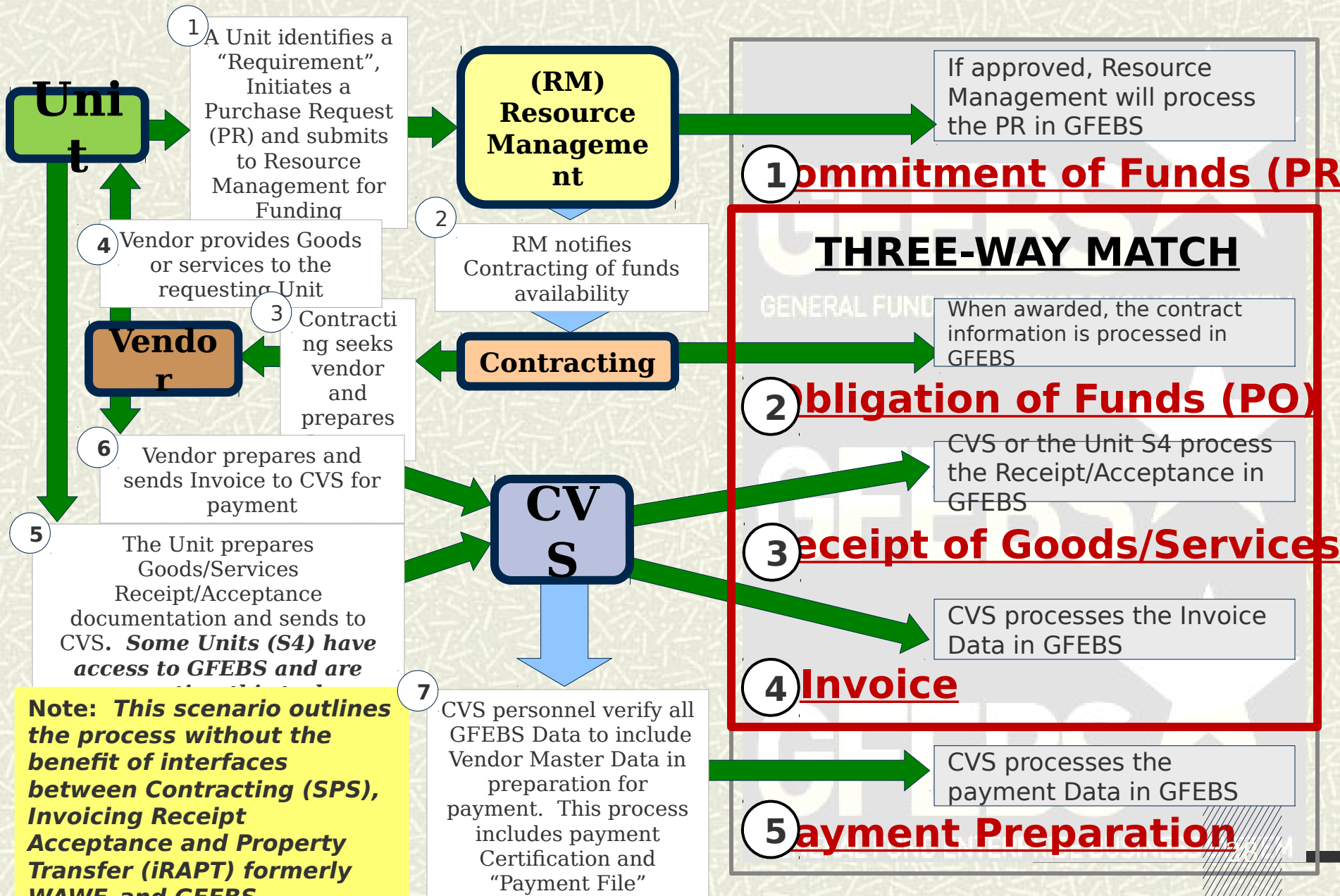
This block of instruction explains the overall flow of Contractual Vendor Payment transactions and the various GFEBS Roles involved in the preparation and processing of these payments. It defines key terms in the process, explains transactions in relation to the Prompt Payment Act (PPA) (when applicable), and describes the creation of Vendor Master Records in GFEBS when needed.

Contractual Payments (in most instances) require



Required GFEBs Conditions for Contractual Payment Preparation

Conditions



Commitment of Funds

(Purchase Request)



A Commitment is an **Administrative Reservation of funds** placed in GFEBS by Resource Management (RM). A Commitment constitutes assurance from the responsible fiscal authority that adequate funds are available. A “Purchase Request” (PR) is initiated by a Unit with a need to fund a specific project or for the procurement and acquisition of supplies or services (known as a “Requirements”) . **CVS personnel cannot Commit Funds: they can only view if funds have been committed**

Example GFEBS Funds Commitment management

RESOURCE MANAGEMENT (RM)	ALL CVS PERSONNEL*
ME51N (Create a Contractual Purchase Requisition)	ME53N (Display a Contractual Purchase Requisition) ME5A (PR List <u>Display</u> -General) ME5K (PR List <u>Display</u> by Account Assignment)

Obligation of Funds (Purchase Order)



An Obligation is a **Legal Reservation of funds** incurred when a Contract is awarded, obligating the seller to furnish the supplies or services and the buyer to pay for them. Contracting awards and administers these “Purchase Orders” (PO) via the PD² (Procurement Desktop-Defense) or SPS (Standard Procurement System) systems. The PO must be processed in GFEBS manually or via system interface prior to payment. A PO cannot be input in GFEBS unless a Commitment exists (must be referenced to a

specific PR). *CVS personnel cannot Obligate Funds; they can only view if funds have been Obligated.*

Example GFEBS Funds Obligation management T-Codes:

RESOURCE MANAGEMENT	ALL CVS PERSONNEL*
ME21N (Create Purchase Order) (May be done through SPS interface by the Contracting Office)	ME2L (PO List <u>Display</u> by Vendor) ME2N (PO List <u>Display</u> by PO number) ME23N (Display Purchase Order (PO))

Expenditure (Goods Receipt/Acceptance)



A Receiving Report is written evidence that indicates Government Acceptance of supplies delivered or services performed. Certified Invoices may also be utilized as Receiving Reports. Receiving Reports may be input manually into GFEBS or may be received through a system interface with iRAPT. *Some Unit Supply Offices (S4) have been granted the ability to access GFEBS and iRAPT to perform this task in lieu of CVS.*

Example GFEBS Receiving Report Processing T-Codes:

CVS CLERK or Unit (S4)	ALL CVS PERSONNEL*
MIGO- (Create Goods Receipt)	ME2L- (PO Display by Vendor)
ML81N- (Service Entry Sheet)	ME2N- (PO Display by PO Number)
	ME23N- (Display Purchase Order (PO))

***Note:** All CVS personnel will have access to view (Display) the Purchase Order Status and individual documents in the PO History.

Contractual Invoice (Vendor's Request for Payment)



A bill, written document, or electronic transmission provided by a vendor that requests payment for property received or services rendered (the term Invoice can include Receiving Reports and Delivery Tickets when contractually designated as Invoices). Invoices may be input manually into GFEBS or may be received through a system interface with Wide Area Workflow e-Business Suite which houses the Invoicing, Receipt, Acceptance and Property Transfer (IRAPT) application.

CVS TECHNICIAN

MIRO- (Enter Incoming Invoice)
MR8M- (Cancel Invoice Document)
FB02- (Change Invoice Document)

ALL CVS PERSONNEL*

MIR4- (Display Invoice Document)
MIR5- (Display List of Invoice Documents)
FB03- (Display Invoice Document)
ME23N- (Display Purchase Order (PO))

***Note:** All CVS personnel will have access to view (Display) the Purchase Order Status and individual documents in the PO History.

Payment Proposal and Certification



Once all the required data is processed into GFEBS, the CVS Clerk or Technician will notify the CVS Analyst of the individual contracts ready for payment (the Analyst may also accomplish this through various GFEBS reports). Once identified, the applicable payment documents will be made part of a “Payment Proposal” file. The proposed payment data will then be certified by a second CVS Analyst (the Certifier) and the “Ready to Pay File” will be forwarded to Disbursing for payment. *These procedures will be covered in depth in the “CVS Analyst” class.*

CVS ANALYST (CERTIFIER)

F110- (Automatic Payment

FBZ0- Transactions)
(Payment Proposal)

Vendor Master Data



Vendor data must be properly “Staged” in GFEBS prior to the processing of any Purchase Orders (PO), Invoices (IR) or Receiving Reports (GR). One of the functions assigned to the CVS Clerk is to verify, update and create vendor data when applicable prior to CVS related GFEBS input. The CVS Clerk may add new Vendors, change them, block them or link approved vendors with specific approved “materials” (Goods/Services) categories. Vendor data may be manually input or interfaced with the System for Award Management (SAM).

CVS CLERK

XK01- (Create Master (*Vendor*

XK02- (Record) (Change Master (*Vendor*

XK03- (Record) (Display Master (*Vendor Record*))

-May be used by all

XK04- (CVS personnel) (Process Vendor Master

XK05- (Data) (Block Vendor Centrally)



Miscellaneous Payments (Non-Contractual Payments)

Miscellaneous Payments

These types of transactions are known as true “Miscellaneous Payments.” As per DoDFMR Vol. 10, Chapter 12 and the “DoD Guidebook for Miscellaneous Payments”, a miscellaneous payment is defined as a valid obligation of the government having one or more of the following attributes:

- Payments per special authoritative arrangements, other than a formal contracting arrangement, that may include special acts by legislative/executive orders.
- Payments authorized under formal contracting arrangements that necessitate subsequent funding arrangements.
- Payments and funding made by other federal agencies under special authority that necessitate special billing/reimbursement conditions.
- Payments for non-recurring, non-contractual purchases

Miscellaneous Payments (Cont'd)

Examples of Miscellaneous Payments include:

- Funding in support of centrally billed travel that is provided by individual travel order rather than by funding on the contract (i.e., Invitational Travel Orders).
- Government Purchase Card (GPC) and Fuel Cards
- Paying Agent (PA) operations (*will not be covered in this class*)
- Contingency Funds for entertaining foreign dignitaries

Note: See the Department of Defense Miscellaneous Pay Guide, Appendix B for further details regarding Obligor Documents, Payment Request Documents and Supporting Documentation for all types of Miscellaneous Payments. Also see DoDFMR Vol. 10, Chapter 8 for Disbursement Voucher

➤ Sanctioned Gifts and speaker fees

Commitment and Obligation of Funds



This is a method utilized to Commit and Obligate (in a single step) funds for certain business processes where a Purchase Order (PO) is not necessary. This manner of commitment and obligation will not require a PO or a Goods Receipt (GR) transaction in order for payment to be executed. The existence of this transaction alone allows for the processing of an Invoice for payment. *CVS personnel cannot Commit and Obligate Funds; they can only view if funds have been Committed and Obligated.*

Example GFEBS Funds Commitment management

T-Codes:

RESOURCE MANAGEMENT	CVS Chief or CVS Senior
(RMD) FMZ1- (Create Funds Commitment) (<i>Commits and Obligates</i>)	Analyst FMZ3 (<u>Display</u> Funds Commitment)

Check on Learning



What is the purpose of having “Roles” in GFEBs?

To maintain auditability and to enforce Separation of Duties (SOD) standards.

➤ **What is a T-Code?**

A Transaction Code. It is a system authorization a user is granted to process a specific transaction based on their GFEBs Role.

➤ **What is the overall responsibility of the CVS Team?**

The receipt, processing and certification of Accounts Payable documentation.

What is a Contractual Payment?

A transaction processed to pay a vendor under a formal Contract (Purchase Order) issued by the servicing Contracting Office.

What agency is responsible for the “Commitment” of funds?

The Resource Management (RM) Office

Regarding Commercial Vendor Services (CVS), what document constitutes an “Obligation”?

A Contract (Purchase Order).

What documents are needed to verify a “Three-Way” match prior to payment?

The Contract, the Invoice and the Receiving Report.

What is a Miscellaneous Payment?

A transaction that only requires a Commitment/Obligation and Invoice to be processed and paid (“Two-Way” match)

GFEBS useful Links



GFEBS Home Page

<http://www.gfebs.army.mil/>

Army Knowledge Online (AKO)

<https://www.us.army.mil>

milWIKI

<https://www.milsuite.mil/wiki/Portal:GFEBS>

Department of Defense Financial Management Regulation (DoDFMR)

<http://www.dod.mil/Comptroller/fmr>

DFAS-IN 37-100

<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>

USAFMCOM OST Training materials

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>

QUESTIONS

CFEBS

?

GENERAL FUND ENTERPRISE BUSINESS SYSTEM